

OJCS-1339-76
30 June 1976

File 1-1010

MEMORANDUM FOR:

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FROM

:

Chief, Special Projects Staff, ODP

SUBJECT

:

RAPID

REFERENCE

:

Your memo of 22 June 1976. Our meeting of 29 June 1976.

In the frenetic activity of coming to grips with the status of and prospectus for the RAPID Project, we have not provided a documented management plan for its execution. This plan, which will be completed immediately after contract negotiation, will outline the roles of the participants and their responsibilities through the completion of the development and initial operational phases of the program.

Meanwhile, the following should answer the major concerns of your letter and our conversation on the 29th and should serve as guidelines for action until the management plan is complete.

1. The problem of potential lost messages relates to Agency equipment. The COTR will initiate action to adapt that equipment as needed and ensure that [] makes any changes required to guarantee that the messages are recorded before receipt is acknowledged.

2. Close coordination will be required between [] ODP (ne. OJCS). To this end Don [] will receive a copy of all RAPID reports, correspondence and specifications. His response will be solicited to specifications while in draft form to ensure that the requirements as documented are not violated.

3. Don will be consulted and advised concerning negotiations and will be asked to participate when appropriate. In the interest of dealing firmly with the vendor however, we must have the Agency position established prior to negotiations and have the Contracting Officer and COTR carry out the negotiations.

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4. [] will be asked to review design documentation to ensure that the requirements are being met. There will be little room for changes for any reason other than failure to meet requirements. All specifications and change proposals will be provided to Don for comment prior to final draft.

5. We will accept your offer to orient our personnel as soon as they are on board. This is expected to be within 2-3 weeks.

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6. The acceptance of the system must be based on successful completion of a test program developed by ODP, [] and []. This program will be documented in the next few months and will require agreement by all parties.

7. In addition to a monthly written report, the COTR will brief you monthly on the project status. This briefing will be scheduled upon completion of negotiations of the contract amendment currently set for the week of 12 July.

The above items will be clarified in the management plan, the total objective of which will be to provide an operational RAPID system meeting your needs on schedule and within budget. If problems arise in the execution of this project which are beyond the control of the Chief of the Automation Task Force and the COTR, please call me as I will call you so that we can avoid delays and detours.

[] STATINTL

cc: Acting RAPID COTR
C/Procurement Division, OL
C/DDI Management Staff
[] Automation Task Force
D/Office of Data Processing

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Approved For Release 2002/05/07 : CIA-RDP83T00573R000500130009-7

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Approved For Release 2002/05/07 : CIA-RDP83T00573R000500130009-7